Cataloging Procedures Guide
Introduction to Evergreen Cataloging

1 Sources for Cataloging Standards

Evergreen Indiana is committed to coordinating a database of high-quality bibliographic records for collective use by member libraries. These bibliographic records are the shared property of the consortium regardless of the number of holdings attached. It does not matter which library "created" the record, who transferred it into the database, or who has edited it since. Maintaining the quality and integrity of each bibliographic record is an interest and a responsibility we all share. The Evergreen Indiana Cataloging Committee sets standards for these records and oversees quality assurance.

This Evergreen Indiana Cataloging Procedures Guide is intended to serve as a supplement to the Evergreen Indiana Cataloging Policy and to the Evergreen Indiana Cataloging Training Manual.

1.1 List of Reference Materials

It is recommended that libraries participating in Evergreen Indiana have the following cataloging resources available to the cataloging staff:

1.1.1 RDA Toolkit

http://www.rdatoolkit.org/essentials
Implementation of Resource Description & Access (RDA) will begin March 31, 2013 and will replace AACR2 as the new cataloging standard. Evergreen member libraries are encouraged to purchase access to the online toolkit at a reduced rate via a consortia purchase.

 OR

Print version: *RDA: Resource Description and Access*, 2010 ed.
ISBN-13: 978-0838910931 with any applicable updates
RDA was designed to be an online tool and will undergo many transformations and updates, so the toolkit is preferred, but the print version is a more affordable option.

1.1.2 Bibliographic Formats and Standards
2008 edition, c2008 OCLC - Online Computer Library Center, Inc.

ISBN-13: 9781556534041

ISBN-10: 1556534043

Available for free online at http://www.oclc.org/bibformats/default.htm

Please note that this source currently lacks information on several of the new MARC fields required by RDA. For information on any fields not currently covered by Bibliographic Formats and Standards, you may access:

1.1.3 Library of Congress MARC 21 Formats for Bibliographic Records (free online)

http://www.loc.gov/marc/bibliographic/
Since many of the records in the Evergreen Indiana Catalog are cataloged according to AACR2, it is also recommended as a resource.

NOTE: AACR2 is included in the RDA toolkit.

1.1.4 AACR2

The original Anglo-American Cataloging Rules, 2nd edition plus all of the revisions or the edition of the Anglo-American Cataloging Rules 2nd edition which contains all of the revisions. All of the editions and revisions are listed below.

Anglo-American Cataloging Rules, 2nd edition, 2002 revision plus amendments

Jointly published by: The American Library Association (ALA), The Canadian Library Association (CLA), and The Chartered Institute of Library and Information Professionals (CILIP).

Available for purchase at: http://www.alastore.ala.org or http://www.amazon.com/

Anglo-American Cataloguing Rules, 2nd Edition, 2002 Revision, 2005 Update (Kit)

Complete text with annual updates from 2003 through 2005, plus tabs

ISBN-13: 9780838935552

ISBN-10: 0838935559

OR

Anglo-American Cataloguing Rules, 2nd Edition, 2002 Revision: 2005 Update Binder ready loose-leaf pages

(Update Pages Only, if you have a copy of AACR2 from before 2005)

ISBN-13: 9780838935576

ISBN-10: 0838935575

1.1.5 Dewey Decimal references

For those libraries that use the Dewey Decimal classification system, any of the following Dewey resources:

Dewey Decimal Classification and Relative Index, Edition 23, 2011 Forest Press (A Division of OCLC)

All editions and formats available at https://www3.oclc.org/dewey/

4-volume hardback set, Unabridged

ISBN-13: 9781910608814

ISBN-10: 1910608815

Abridged Dewey decimal classification and relative index 15th edition (1 volume)

ISBN-13: 9780910608817

ISBN-10: 0910608814

WebDewey and *Abridged WebDewey*

WebDewey is a web-based version of DDC 23. *Abridged WebDewey* is a web-based version of the Abridged 15.

The standards contained in the cataloging sources listed above should be consulted and followed when entering new records into Evergreen Indiana and when modifying existing records in the Evergreen Indiana bibliographic database.

1.2   Portions of Records and Their "Ownership"

Bibliographic data in the Evergreen Indiana catalog forms a hierarchy and consists of three levels: The first level is a **bibliographic title record**, containing cataloging information at title level (e.g., author, title, edition, publishing information, physical description, etc.). The next level of a cataloging record is the **Volume**, containing local holdings' information such as Call Number. Finally, there is the **Item** level which contains item specific information such as the barcode number and any information related to that specific copy.
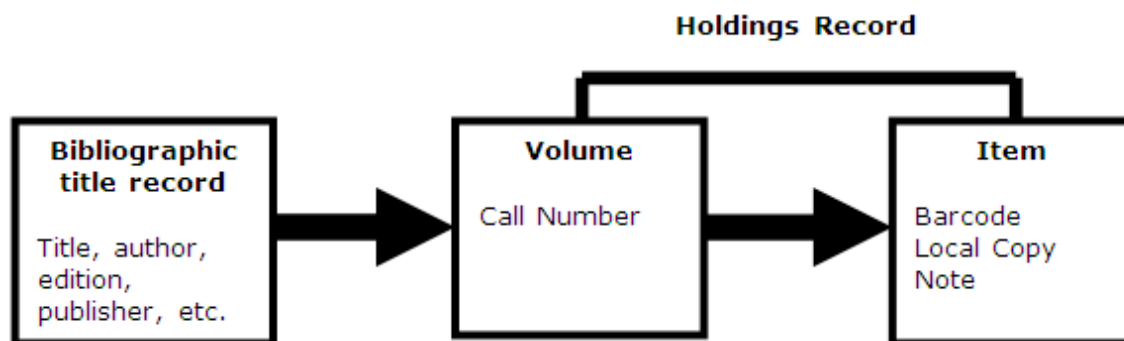
Since only one bibliographic record for each unique entity should be entered into the database, the title record is "owned" by all participating libraries, and catalogers from any library may edit a bibliographic record, if it is called for. Adding, deleting, or editing a bibliographic title record should be undertaken in accordance with Evergreen Indiana Cataloging Policy and Procedures.

NOTE: Although monographic part information is applied to the item level, it is also "owned" and used by all participating libraries.

The second portion of a cataloging record is the **holdings record**. The holdings record includes all **volume** level and **item** level information. Local holdings information belongs to the entering library. Local library systems may make their own decisions on local processing policies and procedures for handling their item information, in accordance with Evergreen Indiana Cataloging and Circulation Policies and Procedures. Libraries may not make changes to the Holdings Records of other libraries. If someone working with a record notices what appears to be an error in a holdings record belonging to another library, or if a holding appears to be attached to an incorrect bibliographic record, a request to check on the matter should be sent to the cataloging contact person at the library in question. If many libraries need to be contacted, a message can be sent to the Evergreen Indiana Cataloging listserv. The address is the following:

<div align="center">

evergreen_indiana-catalog@lists.in.gov

</div>

In such cases it is very helpful to list in the subject line the libraries that need to do the checking. If there are too many to list, a more general notification may be sent.

If your system is notified that there seems to be a problem with one or more of your item records, you have an obligation to check on the matter and to try to resolve any problems that you find. If resolution of a problem is not possible with the authorization level available within a library, it may need to be referred to the Evergreen Indiana Cataloging Committee. Any notice required to be given to the Evergreen Indiana Cataloging Committee should be given via the Evergreen Indiana Catalog List Serv.

1.3   Explanation of Functions

Copy Catalogers (CAT 2) may:

- Attach holdings to existing bibliographic records

- Edit volume and copy level data

Evergreen Indiana Certified Catalogers (CAT 1) may:

- Do everything allowed to Copy Catalogers

- Import records via batch-loading

- Overlay existing records

- Create original bibliographic records

- Add new fields to bibliographic records

- Merge bibliographic records

- Update bibliographic records

- Delete existing bibliographic records

- Delete fields in existing bibliographic records prior to or after import

- Monitor the Evergreen Indiana cataloging listserv: Please subscribe at:

  http://lists.in.gov/mailman/listinfo/evergreen_indiana-catalog

All Evergreen Indiana Certified Catalogers (both CAT 1s and CAT 2s) should be able to:

- Understand/interpret MARC records

- Have knowledge of and follow established matching criteria for all relevant formats (such as books, sound recordings, and video materials) in order to determine whether a record is a match for an item in hand

- Search the Evergreen Indiana group catalog efficiently and accurately

1.4 Revocation of Privileges

Evergreen Indiana reserves the right to revoke the cataloging privileges of any member library if its work repeatedly fails to meet with the established standards or if the cataloging training requirements are not maintained. As a result, training for all new catalogers is mandatory, and it is the library's responsibility to notify the Evergreen Indiana Cataloging Committee of any changes in staffing as soon as possible.

The cataloging privileges of a member library will not be revoked prior to consultation with the member library's director, cataloging staff, and if necessary, the library board of directors.

Non-adherence to Established Evergreen Indiana Cataloging Policies can result in member libraries being declared non-compliant. The cataloging privileges of a member library will not be revoked prior to consultation with the member library's director, cataloging staff, and if necessary, the library board of directors.

Situations which could cause an Evergreen Indiana library to be declared non-compliant include but are not limited to:

- Not reading messages posted on the Evergreen Indiana Cataloging Listserv and/or not following the instructions/requests stated therein

- Not following Evergreen Indiana policies and procedures

- Allowing Cat1-level work to be done by a person who has not been adequately trained

- Failing to send a staff member to receive Evergreen Indiana cataloging training

1.5 Reporting and resolving problems

Problems or complaints regarding record quality or errors should be sent to the Evergreen Indiana Cataloging Committee. The Evergreen Indiana Cataloging Committee is the final authority in resolving quality concerns.